

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON
U.S. PROBATION/PRETRIAL SERVICES OFFICE**



**VACANCY ANNOUNCEMENT
JOB CODE: WAEP 2015-10**

Opening Date: August 20, 2015

Closing Date: Open until filled. Applications received by September 21, 2015 will be given preference

POSITION:	United States Probation/Pretrial Services Officer
LOCATION:	Spokane, Washington
SALARY RANGE:	Depending on experience
	CL-25 (\$38,704 - 62,951)
	CL-27 (\$46,835 - 76,152)
	CL-28 (\$56,137 - \$91,275)

The U.S. Probation/Pretrial Services Office is accepting applications for the position of U.S. Probation/Pretrial Services Officer to conduct investigations, provide sentencing recommendations to the Court, and supervise defendants/offenders. This position has promotion potential without further competition up to CL-28. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate unquestioned integrity. Travel, and possession of a valid driver's license, is required. This position is open until filled, and more than one position may be filled from this vacancy announcement.

The Eastern District of Washington geographically consists of 20 counties and covers approximately 55,000 square miles. The headquarters office is located in Spokane, Washington, with divisional offices in Yakima and Richland. Probation/pretrial services officers serve in a judiciary law enforcement capacity, assist in the fair administration of justice and serve under the direction of the Administrative Office of the United States Courts.

DUTIES & RESPONSIBILITIES:

- Conduct investigations and prepare reports for the Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the Court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the Court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for

enforcement of location monitoring conditions ordered by the Court, and performs location monitoring reintegration on behalf of the Bureau of Prisons.

- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the Court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the Court. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative assistance.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the Court.

PREFERRED QUALIFICATIONS/SKILLS:

- Demonstrated ability to: conduct legal research related to varied complex and difficult legal issues; analyze and summarize legal concepts and issues, apply legal reasoning and critical thinking; compile and summarize information (such as background and criminal histories) within established time frames; organize and prioritize work; exercise discretion; work well under pressure of short deadlines; interact and communicate effectively (orally and in writing) with people of diverse backgrounds; possess strong organizational skills and attention to detail; use automated equipment including mobile devices, word processing, spreadsheets, data applications, and various other types of software; be innovative and creative; and contribute to a positive work environment.
- Knowledge of the roles and responsibilities of the federal probation and pretrial services officer, including knowledge of the legal requirements, practices and procedures used in probation, pretrial services and parole. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities.
- Knowledge of community resources and the understanding and skill to identify additional resources.
- Bilingual (English/Spanish) skills are preferred.

REQUIRED EDUCATION:

Candidates must possess a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

REQUIRED EXPERIENCE:

In addition to meeting education requirements, applicants must have specialized experience as described below:

- CL 25: One year of specialized experience equivalent to work at the CL 23.
- CL 27: Two years specialized experience, including at least one year equivalent to work as a CL 25.
- CL 28: Two years specialized experience, including at least one year equivalent to work as a CL 27.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

Educational Substitutions: At the CL-25 level, one year of specialized experience may be substituted. The candidate must have completed the requirements for a bachelor's degree from an accredited college or university, and one of the following superior academic achievement requirements: an overall "B" grade point average equaling 2.90 or better of a possible 4.0; standing in the upper third of the class; "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

At the CL-27 level, two years of specialized experience may be substituted with the completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

MEDICAL REQUIREMENTS and EXAMINATION:

The duties of probation/pretrial services officers require the investigation and management of alleged offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity, and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation officers must possess, with or without corrective lenses, good distant vision in at least one eye and have the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is required. Any severe health problems, such as physical defects, disease, or deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, or marked speech abnormalities.

Prior to appointment, the selectee considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions for law enforcement officers are available for public review at www.uscourts.gov website under Probation/Pretrial Services.

BACKGROUND INVESTIGATION:

A high sensitive background investigation, including fingerprint and criminal records checks, will be conducted as a condition of employment. An applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Employment as probation and/or pretrial services officer requires participation in the Federal Law Enforcement Training Academy.

MAXIMUM ENTRY AGE:

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System, and who

have either a subsequent break in service or intervening service in a non-law enforcement officer position, may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BENEFITS:

Employees of the United States District Court are Judicial branch employees under the United States Courts. Judicial employees serve under an “excepted appointment,” and are considered “at-will” employees. Probation/pretrial services officers participate in the Federal Law Enforcement Hazardous Duty Retirement program.

Federal benefits include: retirement, health and life insurance, flexible benefits, disability insurance and long-term care benefits, paid vacation and sick leave, and ten paid federal holidays. Employees contribute to a tax-deferred Thrift Savings Plan (similar to a 401K plan), with employer matching contributions.

Creditable time in service in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits. Positions are subject to mandatory electronic funds transfer (direct deposit).

APPLICATION PROCESS

Only qualified applicants will be considered for this position. Applicants must submit all the documents to be considered for this position. Applicants selected for testing and interviews must travel at their own expense. All information is subject to verification. Incomplete applications will not be considered. Priority will be given to applications received by close of business on Monday, **September 21, 2015**. To be considered for this position, applicants must submit a complete applicant packet which includes:

- A cover letter of interest, to include the Job Code from this vacancy announcement;
- A current and detailed resume;
- A completed *Application for Judicial Branch Federal Employment*, AO 78 dated 10/2009, www.waed.uscourts.gov/Announcements or <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- Copy of official college transcript;
- Copy of most recent performance evaluation; if unavailable, please explain in cover letter.

Email your complete packet to: nancy_wideman@waep.uscourts.gov. Please reference the vacancy announcement Job Code in the subject of the email.

If mailed, application materials should be marked “Confidential,” and submitted to: U.S. Probation and Pretrial Services Office, Attn: Human Resources, PO Box 306, Spokane, WA 99210-0306.

This vacancy announcement can be viewed at www.waed.uscourts.gov/Announcements. Applicants must be United States citizens or eligible to work in the United States. Due to the volume of applications received, only candidates who are selected for interviews will receive a response regarding their application. Only applicants who are interviewed will receive a written response regarding their applications status.

The U.S. Probation Office reserves the right to amend or withdraw this announcement, or to fill the position sooner than the closing date, any of which may occur without prior written notice. In the event that a same position becomes available within a reasonable time of this original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. For additional inquiry, please contact Nancy Wideman, human resources specialist, at (509) 742-6317.

**The United States District Court for the Eastern District of Washington
is an Equal Opportunity Employer**